

**Lunenburg Council on Aging  
Meeting Minutes  
October 14, 2014**

*Minutes Approved at the 11/18/2014 COA Meeting*

**CALL TO ORDER:** Chairperson Pete Lincoln called the meeting to order at 9:28AM.

**Present:** Pete Lincoln (Chairperson), Deb Seeley (Vice-Chairperson), Doreen Noble (Director), Judy Tarbell, Debbie Lincoln, Betty DiGiacomo, Kevin McNally & Sue Doherty (Admin. Asst.)

**Excused:** Jacquelyn Dwyer, Sarah Grant & Diane Nowd

**ANNOUNCEMENTS:**

1. **November meeting date change (due to holiday) to 11/18/2014:** All Lunenburg Town Departments will be closed on Tuesday 11/11/2014 due to the Veteran's Day Holiday. The COA meeting has been rescheduled to 11/18/2014.

**CURRENT BUSINESS**

1. **COA General Orientation/Discussion:** Board members discussed the fact that although the COA has term limits within their COA Policies, they do not exist in the Town's Charter or Bylaw and therefore do not apply. All appointed board members are subject to a 3 year term. When an incumbent's term is nearing the end, they will receive a re-appointment form from the Board of Selectmen to fill out and return if they wish to be re-appointed for another term.
2. **COA Member Resignation:** Mr. Lincoln mentioned that Jennifer Ayers has sent a letter of resignation to the Board of Selectmen. Ms. Ayers has resigned due to COA meeting schedule conflicts.
3. **COA Member Recommendation:** Mr. Lincoln mentioned that he has recommended to the Board of Selectmen that Brian Guenard be considered for appointment to the COA.
4. **Outreach Update/Introduction Jeanne Tatro Temporary Outreach Worker:** The Outreach Coordinator, Faith Anderson is still out on medical leave. Jeanne Tatro has been hired temporarily to replace Ms. Anderson from October 1<sup>st</sup> to November 30<sup>th</sup>. If need be, the position will be reviewed again after the November 30<sup>th</sup> date. Due to a prior commitment Ms. Tatro was unable to attend today's meeting.
5. **Director's Report:** Ms. Noble gave the Director's Report which included the following:
  - Changes will be made to the food service program at the senior center due to staffing shortages
  - An ad has been placed to hire another food service coordinator for the center along with an "on call" van driver
  - Ms. Noble attended the MCOA Conference and attended many seminars including updates to Medicare, Hoarding and Tips for Elder Caregivers
  - Ms. Noble mentioned the fact that COA's service "40 years" of the Town's population and would like the COA to consider dropping the words "Senior Center" from "Eagle House Senior Center", and just be called "The Eagle House"

Discussion ensued concerning Ms. Noble pursuing her Director's Certification. Ms. Noble stated that this would be a 2-3 year process which would take her away from her duties as Director at the senior center. She stated that out of 340 COA Directors in the State of Massachusetts only 40 are certified. Ms. Noble believes that the Director's Certification is beneficial to younger Directors but not to those who have been serving in this capacity for a long period of time and are close to retirement. Ms. Noble requested that the COA reconsider her taking this certification course and that she had been penalized in her last Director's Evaluation for not being certified.

After due and diligent discussion among the board members it was determined that the requirement of Director's Certification was not a part of the job description when Ms. Noble was hired and that this should be dropped from the Director's Goals. This will be an agenda item at the next COA meeting to be voted on.

6. **Boston Post Cane Ceremony – October 14<sup>th</sup> 3PM- Eagle House Senior Center:** The Boston Post Cane will be given to Marion Pepin this afternoon at the Eagle House. This day is also Ms. Pepin's 100<sup>th</sup> Birthday.
7. **Task Groups (suggestions):** Board members discussed the roles of individual task groups as follows:
- **Advocacy** – Advocacy group deals with elder issues within Lunenburg
  - **Communication** – Communication group should deal with how the staff, board members and senior center participants communicate amongst each other.
  - **Public Relations** – Although the office staff does a good job promoting programs at the senior center, further investigation should be done on how to reach a broader audience.

**MINUTES APPROVAL:** Ms. Lincoln moved to accept the August 12, 2014 COA minutes. Ms. Seeley seconded. On vote, motion carried unanimously.

**NOTICES & COMMUNICATIONS:** Upcoming Eagle House events which had been published in the COA Newsletter were discussed.

**BOARD COMMENT:** Mr. Lincoln reminded Ms. Noble that he would like for her to invite Representative Benson to a future COA meeting. Ms. Noble had previously contacted Ms. Benson's office and she was unable to attend today's meeting.

Ms. Seeley mentioned she had a conversation with a senior bus trip coordinator and asked the Director how she is affiliated with the COA. Ms. Noble stated that she is an independent trip coordinator who is allowed to keep flyers at the Eagle House for interested parties. Other trip coordinators are also given the opportunity to distribute flyers at the Eagle House under the Director's discretion. Ms. Noble also mentioned that she had received two calls from other neighboring COA's who were concerned that this particular trip coordinator was using the Lunenburg COA's name to promote activities.

The board would like to publically clarify the COA's involvement with any trips as follows:

- A. The COA does not sponsor trips.
- B. The COA is not liable for any issues which may occur on any trips.
- C. If trips are advertised there should be a disclaimer notice exonerating the COA from any trip activities.
- D. The person running trips should not use the COA name in any promotions or affiliate herself with the COA in any way, shape or form.

Board members discussed inviting a representative from both the Supporters of the Eagle House and the Friendly Seniors to attend the monthly COA meeting.

**PUBLIC COMMENT** None

### **ADJOURNMENT**

Being no further business, Ms. D'Giacomo moved to adjourn the COA meeting. Ms. Tarbell seconded.

On vote, motion carried unanimously

Meeting adjourned at 10:45AM

### **UPCOMING MEETING SCHEDULE**

November 18, 2014

*Respectfully Submitted*

*Susan Doherty, Administrative Assistant*

*Lunenburg Council on Aging*